



Massachusetts Department of Environmental Protection
Bureau of Resource Protection • Watershed Permitting Program
Surface Water Discharge (NPDES) • Non-Industrial Wastewaters

BRP WM 05 Permit and Plan Approval for Type II Discharge (Non-Industrial)

Instructions and Supporting Materials

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Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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Permit Fact Sheet

1. What is the purpose of NPDES Permits?

These permits protect public health and the environment by controlling pollutant discharges to surface waters and ensuring that the water quality criteria and receiving water use prescribed in the Massachusetts Surface Water Quality Standards (314 CMR 4.00) are met.

2. Who must apply?

In general, NPDES permits must be applied for and obtained by:

- Any agency or political subdivision of the Commonwealth
- Any federal agency
- Any public or private:
 - corporation
 - authority
 - individual
 - partnership
 - association, or
 - other entity

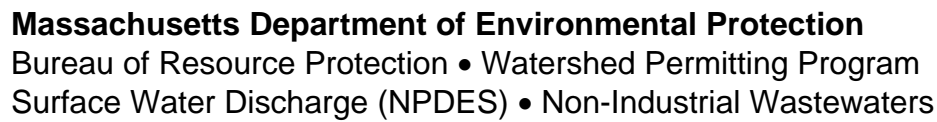
proposing to discharge non-industrial wastewater from a point source to surface waters.

Any facility without remediation discharges and outside the SIC Codes listed below must apply.

1000 - 1399	Metal Mining, Coal Mining, Oil and Gas Exploration
1474 - 1499	Chemical/Fertilizer Mining, Nonmetallic
2000 - 3999	Manufacturing
4231	Maintenance Facilities for Motor Freight Transport
4581	Airports, Flying Fields and Airport Terminal Services
4911 - 4939	Electric and Gas Production
7216	Drycleaning
7217	Carpet and Upholstery Cleaning
7218	Industrial Laundries
7384	Photofinishing Laboratories
7532 - 7539	Automotive Repair and Paint Shops
7549	Automotive Services
7819	Motion Picture Developing/Printing/Film Processing
8062 - 8069	Hospitals
8071	Medical Laboratories
8072	Dental Laboratories

Any facility whose SIC Code is listed above proposing to discharge industrial wastewater from a point source to surface waters must apply for NPDES permits listed under BWP IW 16, 18, 26, 27, 35, 36, or 37.

Form BRP WM 05 is designed to collect general information that applies to Type II discharges to surface waters. In addition, public wastewater treatment facilities must fill out Form BRP WM 2A, "Application for Permit to Discharge Municipal Wastewater," and all other facilities must fill out Federal Form 2C, 2D, 2E, or 2F, whichever is appropriate. Forms 2C, 2D, 2E and 2F may be obtained by calling the EPA at 617-565-3529.



3. What other requirements should be considered?

- DEP cannot begin technical review of the permit application until the MEPA process has been completed, unless otherwise agreed to in writing.** Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the DEP MEPA Coordinator in the region where the facility is located.

4. What is the application fee?

5. What is the Primary Permit Location?

**Department of Environmental Protection
Division of Watershed Management
627 Main Street, 2nd Floor
Worcester, MA 01608**

DEP offers a money-back guarantee for completing permit reviews on time. If the Department fails to complete its permit review within prescribed timelines, it will refund the permit application fee and will continue working on the application. The timeline (in days) for this NPDES permit is:

The timelines established for each category consist of an Administrative/Technical Review period and, if a public comment period is required, additional time to review comments received. If an application is found to



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be deficient, applicants are given the opportunity to correct the discrepancy and the Department then conducts a supplemental technical review.

Because NPDES permits are issued jointly by the state and federal governments, DEP cannot begin its technical review until EPA issues a draft permit.

7. What are annual compliance fees?

Annual compliance fees are assessed on facilities holding DEP permits. Assessments begin in the state fiscal year following the year the permit is issued.

There are 3 categories of compliance fees for surface water discharges:

\$8,790:

- Surface Water Discharges of 150,000 gallons per day or greater; or
- Discharges requiring more than secondary treatment; or
- Discharges from a categorical industry with pretreatment standards at 40 CFR 400.00 *et seq.*; or
- Discharges from marine or oil pipeline oil terminal; or
- Discharges of non-contact cooling water in excess of 1 million gallons per day.

\$1,490:

All other Surface Water Discharges excluding 310 CMR 4.10(6)(tt) permits effective 11/30/94.

The following entities are exempt from Annual Compliance Fees:

- Massachusetts state agencies
- Massachusetts cities, towns, counties, districts
- Municipal housing authorities, and federally recognized Indian tribe housing authorities.

\$175:

Discharge of non-process water not subject to anti-degradation provisions of 314 CMR 4.00, excluding 310 CMR 4.10(6)(tt) permits, effective 11/30/94.

8. How long is the notice of intent in effect?

Federal and state regulations each stipulate that NPDES permits be issued for a period, "not to exceed 5 years". Permits may be issued for less than 5 years.

9. How can I avoid the most common mistakes made in submitting an application?

- Use appropriate state and federal forms. The state forms are included in the Forms Section to this application package.
- Answer all application questions. Follow the accompanying instructions carefully when answering.
- Submit complete and thorough engineering reports, plans and specifications. Make sure they are stamped and signed by a Massachusetts Registered Professional Engineer.
- Make sure the application is signed and dated in ink by a legally responsible official.
- Submit a copy of the DEP Transmittal Form and the completed application forms to the DEP Office of Watershed Management.



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- Submit fee and a copy of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

10. What are the state regulations that apply to these permits? Where can I get copies?

These regulations include, but are not limited to:

- Surface Water Discharge Regulations, 314 CMR 3.00.
- Surface Water Quality Standards, 314 CMR 4.00.
- Wastewater Treatment Plant Operators, 257 CMR 2.00.
- Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State Bookstore (in State House)
Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



BRP WM 05

Treatment Facility Rating Worksheet

This worksheet is used to guide the applicant in choosing the correct fees category, pursuant to 310 CMR 4.00. The systems described here are the only method of determining categories for Type I and Type II facilities.

Rating system for proposed discharges

"Unit Operations" is defined as processes used to treat any surface water discharge. They are listed in bold-faced type on the next page. The rating system is based on the number of specific unit operations in a proposed wastewater treatment facility and the total number of points assigned to each unit operation.

Type II Facility - This is defined as any facility that has three or more unit operations as listed in bold-faced type on the next page, **OR** has a rating of greater than 20 points. This would be category BRP WM 05.

Type I Facility - This is defined as any facility that has less than three unit operations listed in bold-faced type on the next page, **AND** has a rating of less than or equal to 20 points. This would be category BRP WM 06.

Example:

Unit Operation	Points
Equalization	2
Sludge Blending/Thickening	5
Chrome Reduction	3
Flotation	5
4 Unit Operations	15 Points

Since this facility has four unit operations, it is considered a Type II facility, even though it has a rating of less than 20 points.

Unit Operations in Industrial Wastewater Treatment Systems

Refer to 257 CMR 2.00 for any other unit operations not listed here.

Unit Operation	Points
Absorption/Adsorption	
Carbon	5
Ion Exchange	5
Biological Wastewater Treatment	
Activated Sludge	6
Contact Beds (anaerobic)	5
RBC	5
Sand Filters	4
Trickling Filters	4



BRP WM 05

Treatment Facility Rating Worksheet

Chemical Precipitation (reaction vessel) Clarification	5
Chrome Reduction	5
Cyanide Destruction	5
Detention Basins, Swales, Infiltration Trenches	2
Disinfection	5
Equalization	2
Evaporation	
Single	2
Multiple	5
Filtration/Sludge Dewatering	
Cartridge	3
Centrifuge	8
Filter Press	8
Membrane	5
Vacuum Filter	10
Flocculation/Mixing/Coagulation	5
Flotation	5
Neutralization/pH Adjust	
Single	3
Multiple	5
Oil/Water Separation	
Gravity Fed	2
Baffled	5
Settling	
With Manual Sludge Removal	3
With Mechanical Sludge Removal	5
Sludge Blending/Thickening	5
Sludge Drying (mechanical dryers)	5

Note: This worksheet is used to determine permit application fees only, not certification grades for wastewater treatment.



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed
Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

Millbury Training Center
Route 20 Millbury, MA 01527
Telephone: (508) 368-5600
Fax: (508) 755-9253
Residuals Sludge Management
Telephone: (508) 368-5606
WWT Operator Certification
Telephone: (508) 368-5698

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



Adams
Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
Southampton
South Hadley
Southwick
Springfield
Stockbridge
Sunderland
Tolland

Tyringham
Wales
Ware
Warwick
Washington
Wendell
Westfield
Westhampton
West Springfield
West Stockbridge
Whately
Wilbraham
Williamsburg
Williamstown
Windsor
Worthington

DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



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Ashby
Athol
Auburn
Ayer
Barre
Bellingham
Berlin
Blackstone
Bolton
Boxborough
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Brookfield

Charlton
Clinton
Douglas
Dudley
Dunstable
East Brookfield
Fitchburg
Gardner
Grafton
Groton
Harvard
Hardwick
Holden
Hopedale

Hopkinton
Hubbardston
Hudson
Holliston
Lancaster
Leicester
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Lunenburg
Marlborough
Maynard
Medway
Mendon
Milford

Millbury
Millville
New Braintree
Northborough
Northbridge
North Brookfield
Oakham
Oxford
Paxton
Pepperell
Petersham
Phillipston
Princeton
Royalston

Rutland
Shirley
Shrewsbury
Southborough
Southbridge
Spencer
Sterling
Stow
Sturbridge
Sutton
Templeton
Townsend
Tyngsborough
Upton

Uxbridge
Warren
Webster
Westborough
West Boylston
West Brookfield
Westford
Westminster
Winchendon
Worcester

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



Abington
Acushnet
Attleboro
Avon
Barnstable
Berkley
Bourne
Brewster
Bridgewater
Brockton
Carver
Chatham
Chilmark

Dartmouth
Dennis
Dighton
Duxbury
Eastham
East Bridgewater
Easton
Edgartown
Fairhaven
Fall River
Falmouth
Foxborough
Franklin

Freetown
Gay Head
Gosnold
Halifax
Hanover
Hanson
Harwich
Kingston
Lakeville
Mansfield
Marion
Marshfield
Mashpee

Mattapoisett
Middleborough
Nantucket
New Bedford
North Attleborough
Norton
Norwell
Oak Bluffs
Orleans
Pembroke
Plainville
Plymouth
Plympton

Provincetown
Raynham
Rehoboth
Rochester
Rockland
Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
Swansea
Taunton

Tisbury
Truro
Wareham
Wellfleet
West Bridgewater
Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region
1 Winter Street
Boston, MA 02108
Phone: (617) 654-6500
Fax: (617) 556-1049
TDD: (617) 574-6868



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Danvers
Dedham
Dover
Dracut
Essex
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Framingham
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Groveland
Hamilton
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Hingham
Holbrook
Hull
Ipswich
Lawrence
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Lowell
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Lynnfield
Malden
Manchester-By-The-Sea
Marblehead
Medfield
Medford
Melrose

Merrimac
Methuen
Middleton
Millis
Milton
Nahant
Natick
Needham
Lynn
Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
Peabody

Quincy
Randolph
Reading
Revere
Rockport
Rowley
Salem
Salisbury
Saugus
Sherborn
Somerville
Stoneham
Sudbury
Swampscott
Tewksbury
Topsfield

Wakefield
Walpole
Waltham
Watertown
Wayland
Wellesley
Wenham
West Newbury
Weston
Westwood
Weymouth
Wilmington
Winchester
Winthrop
Woburn



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Watershed Permitting Program

**BRP WM 05 – Permit and Plan Approval for
Type II Discharge (Non-Industrial)**

Application for Individual Discharge Permit to Surface
Waters of the Commonwealth

Transmittal Number _____

Date Received _____

A. Facility Information

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Name, address, and telephone number of facility producing the discharge

Name _____

Street address _____

City _____

State _____

Zip Code _____

Telephone number (including extension) _____

E-mail address (optional) _____

Billing address (if different) _____

Street/PO Box _____

City _____

State _____

Zip Code _____

Discharge Site _____

Street address _____

City _____

State _____

Zip Code _____

Ownership

- ☐ Individual
☐ Corporation
☐ Partnership
☐ Other

If other, please specify: _____

Status

- ☐ Private
☐ Public
☐ Other

If other, please specify: _____

2. Contact Person

Name _____

Title _____

Telephone Number (including extension) _____

3. Facility Status:

☐ Existing

☐ Proposed



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A. Facility Information (continued)

4. Does the project affect a site of historic or archeological significance, as defined in regulations of the Massachusetts Historical Commission, 950 CMR 71.00?

☐ Yes ☐ No

5. Does this project require a filing under 301 CRM 11.00, the Massachusetts Environmental Policy Act?

☐ Yes ☐ No

If yes, has a filing been made?

☐ Yes ☐ No

6. Application Forms Needed

Answer questions A through F to determine which additional application forms you need to submit to the Department of Environmental Protection. If you answer "Yes" to any question, you must submit this form and the supplemental form listed in the parentheses following the question. Mark "X" in the box in the third column if the supplemental form is attached. If you answer "No" to each question, you need not submit any of these forms.

- A. Is this facility an existing or proposed publicly owned treatment works which is a discharge to surface waters of the Commonwealth? (Form BRP WM 2A)

☐ Yes ☐ No ☐ Form Attached?

- B. Does or will this facility (either existing or proposed) include a concentrated animal feeding operation or aquatic animal production facility which results in a discharge to the surface waters of the Commonwealth? (Federal Form 2B)

☐ Yes ☐ No ☐ Form Attached?

- C. Does or will this facility result in a discharge to surface waters of the Commonwealth other than those described in A or B? (Federal Form 2C)

☐ Yes ☐ No ☐ Form Attached?

- D. Is this facility an existing or proposed treatment works which results in a discharge only of treated sewage to the land surface or to the ground waters of the Commonwealth? (Form GW-A)

☐ Yes ☐ No ☐ Form Attached?

- E. Does or will this facility include a concentrated animal feeding operation or aquatic animal production facility that results in a discharge to the land surface or ground waters of the Commonwealth? (Form GW-B)

☐ Yes ☐ No ☐ Form Attached?

- F. Does or will these facility result in a discharge to the land surface or ground waters of the Commonwealth other than those described in D or E above? (Form GW-C)

☐ Yes ☐ No ☐ Form Attached?



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A. Facility Information (continued)

7. Is this a RCRA facility as defined in 314 CMR 8.03?

☐ Yes

☐ No

If yes, submit the information on Form HW contained in 310 CMR 8.20 in accordance with the provisions of 314 CMR 8.08.

8. Industrial Classifications

List, in descending order of significance, the four (4) digit standard industrial classification (SIC) codes that best describe your facility in terms of the principal products or services you produce or provide. Also, specify each classification in words.

SIC Code

Specify

A. _____

B. _____

C. _____

D. _____

Note: No application will be accepted without the SIC code number.

9. Facility Operator

Name

Telephone Number (including extension)

E-mail address (optional)

Mailing Address

City

State

Zip Code

Ownership

- ☐ Individual
☐ Partnership
☐ Corporation
☐ Other

If other, please specify:

Status

- ☐ Private
☐ Public
☐ Other

If other, please specify:



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A. Facility Information (continued)

10. Location of Facility

- A. Is this facility located on Indian Lands? ☐ Yes ☐ No
- B. Provide a topographic map (USGS 1:25,000 scale 7 ½ Minute Topographic Series, quadrangle sheet) or maps of the area extending at least to one mile beyond the property boundaries of the facility that clearly show the following:
- The legal boundaries of the facility;
 - The location and serial number of each of your existing and proposed intake and discharge structures;
 - All hazardous waste management facilities;
 - All springs and surface water bodies in the area, plus all drinking water wells within one mile of the facility which are identified in the public record or otherwise known to you. If an intake or discharge structure, hazardous waste disposal site, or injection well associated with the facility is located more than one mile from the plant, include it on the map, if possible. If not, attach additional sheets describing the location of the structure, disposal site, or well, and identify the U.S. Geological Survey (or other) maps corresponding to the location.
 - On each map, include the map scale, meridian arrow showing north, and latitude and longitude to the nearest whole second. On all maps of rivers, show the direction of the current, and in tidal waters, show the directions of the ebb and flow tides. Use a 7 ½ minute series map published by the U.S. Geologic Survey.

11. Nature of Business

Briefly describe the nature of your business. Include products produced or services provided.

12. Water Supply Data

- A. List sources of water supply and annual water consumption for the past 5 years (last year first).

Water Sources	Year 1	Year 2	Year 3	Year 4	Year 5
1.					
2.					
3.					
Total					

- B. Please show the location of your water sources on the topographic map described in paragraph 10B.



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B. Certification

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I will be responsible for publication of public notice of the applicable permit proceedings identified under 314 CMR 2.06(1)(a) through (d)."

Signature of applicant

Date Signed

Printed name of applicant

Title

Telephone Number (including extension)

Name of Preparer

Title

Telephone Number (including extension)